

## Validation Errors

Below are the steps to follow to find your invalid incident reports. Feel free to print and share this.

1. Open the NFIRS Data Entry Tool.
2. Login with your username and password.
3. Click on Incident on the menu bar (upper left hand corner of the Data Entry Tool).
4. Select Open Incident from the drop-down list.
5. A new window will open called Incident Search.
6. Enter the beginning date of the search, e.g., 010105, in the Incident From Date field.
7. Enter the ending date of the search, e.g., 123105, in the Incident To Date field.
8. Select Invalid from the drop-down list under Validity. Note: To see all reports (500 at a time) leave this field blank.
9. Click the Search button in the bottom left hand corner.
10. The search engine will now query all invalid incidents for 2005 for your FDID and display them at the top of the window.
11. Click on the incident you wish to open and correct. The line will turn blue.
12. Click the Open button in the lower right hand corner.
13. Return to the Data Entry Tool.
14. The invalid incident has now been opened in the Data Entry Tool window.
15. Go to Incident on the menu bar and select Validation Errors from the drop-down list.
16. A new window will open showing the validation errors in this incident file and the module they are located in (read this carefully).
17. Click on the error to highlight the error then click the Find Error button.  
Note: If the error is a missing module, clicking Find Error will not work. You will need to go to Add Module on the menu bar and add the missing module(s) and then complete them. Clicking Find Error will also only take you to the module with the error. It may be necessary for you to click on the tabs to find the field with the error. It should be highlighted in red.
18. Enter the corrected information or add the required module.
19. Once complete, click the Save button.
20. If the window pops up telling you there are Critical Errors, please say yes and correct the errors. If there are no errors, a message in the lower left hand corner should say the incident was saved successfully.